

OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE
CHARTER OF THE
INTERGOVERNMENTAL POLICY ADVISORY COMMITTEE ON TRADE

1. COMMITTEE'S OFFICIAL DESIGNATION

Intergovernmental Policy Advisory Committee on Trade (IGPAC)

2. AUTHORITY

The U.S. Trade Representative, pursuant to Section 135(c)(1) of the Trade Act of 1974 (19 U.S.C. 2155(c)(1), as amended, the Federal Advisory Committee Act (5 U.S.C. Ap. II) and Section 4(d) of Executive Order No. 11846 dated March 27, 1975, hereby establishes the Intergovernmental Policy Advisory Committee (hereinafter the "Committee"). This Committee is being established to provide overall policy advice on trade policy matters that have a significant relationship to the affairs of state and local governments within the jurisdiction of the United States.

3. OBJECTIVES AND SCOPE OF ACTIVITIES

The Committee's objectives and the scope of its activity are as follows:

- (1) The Committee will advise, consult with, and make recommendations to the U.S. Trade Representative and relevant Cabinet or sub-Cabinet members concerning trade matters referred to in 19 U.S.C. Section 2155(c)(A).
- (2) The Committee will draw on the expertise and knowledge of its members and on such data and information as is provided it by the Office of the U.S. Trade Representative.
- (3) The Committee may establish such additional subcommittees of its members as may be necessary, subject to the provisions of the Federal Advisory Committee Act and the approval of the U.S. Trade Representative, or his designee.
- (4) The Committee will report to the U.S. Trade Representative, or his designee.

4. DESCRIPTION OF DUTIES

The Committee will be used solely for advisory purposes. The Committee will meet as needed at the call of the U.S. Trade Representative or his designee

depending on various factors such as the level of activity of trade negotiations and the needs of the U.S. Trade Representative, or at the call of two-thirds of the members of the Committee.

5. AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The Committee reports to the U.S. Trade Representative.

6. SUPPORT

Office of the U.S. Trade Representative, Office of Intergovernmental Affairs and Public Engagement

7. ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS

The estimated annual operating costs of the Committee are \$55,410 and approximately .6 person-year (full time equivalent (FTE) years.

8. DESIGNATED FEDERAL OFFICER

The Committee shall have an Executive Director who shall be a full time Designated Federal Officer (DFO) or employee designated by the U.S. Trade Representative. The DFO will approve or call all of the advisory committee's and Subcommittees' meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, and chair meetings when directed to do so by the official to whom the advisory committee reports.

9. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

The Committee shall meet approximately 2 or 3 times per year or as deemed necessary by the official to whom the advisory committee reports.

10. TERMINATION

The Committee is scheduled to terminate by March 22, 2014, four years from the date of this Charter, unless otherwise extended.

11. RECORDKEEPING

The records of the committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the exceptions in

Freedom of Information Act, 5 U.S.C. 522 and the Trade Act of 1974 19 U.S.C. 2155 (c)(f).

12. MEMBERSHIP AND DESIGNATION

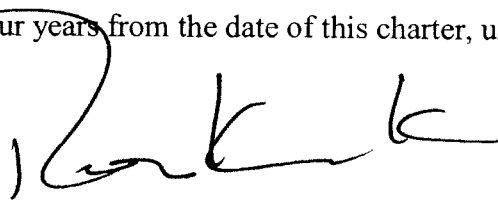
The Committee shall consist of approximately 35 members, appointed from, and reasonably representative of, the various states and other non-federal governmental entities within the jurisdiction of the United States. These entities include, but are not limited to, the executive and legislative branches of state, county, and municipal governments. Members may hold elective or appointive office. The Chairman of the Committee shall be appointed by the U.S. Trade Representative. Members shall be appointed by, and serve at the discretion of, the U.S. Trade Representative.

13. DURATION

The Committee is scheduled to terminate four years from the date of this charter, unless otherwise extended.

14 Dec. '09

Date

A handwritten signature in black ink, appearing to read 'Ronald Kirk', with a large, stylized loop at the end.

Ronald Kirk
United States Trade Representative